



JOB DESCRIPTION

Job Title	Site Manager
Band/Job Group	Grade 4 SCP 23 to 31
Hours/Weeks	37 hpw, 52 weeks
Special Conditions	Holidays to be taken during school holidays
School	Northfield Manor Primary Academy, Swarthmore Road, Selly Oak, B29 4JT
Responsible to	Business Manager/Head Teacher

Job Summary

The Site Manager is responsible for;

- Improvement, maintenance and cleanliness for the school buildings and grounds
- Ensuring that the building, site facilities are available for school use and other users, whenever they are needed
- Supervision of members of the cleaning staff
- Administration work when required
- Managing health and safety of site

Additional duties and responsibilities

1. The efficient operation of the school site in accordance with the Authority's policies where adopted, the individual site policies, and in particular those relating to Health and Safety at Work Legislation.
2. Ensuring that the buildings are ready for occupation at agreed times
 - (a) heating, lighting, furniture and cleanliness are of the standard agreed;
 - (b) access is available as agreed;
 - (c) to open and close buildings at agreed times during the day, initial inspection of site for vandalism or items requiring building maintenance
 - (d) Manage lettings procedure liaising with school office, governors, HT/BM
 - (e) Site security during the day and night.
 - (f) Operate CCTV system and liaise with external agencies responsible for maintenance and external monitoring

3. Ensuring that buildings and site are secured and alarms are on as appropriate at the end of sessions:

- (a) windows and doors are locked
- (b) parts of the building not in use in the evenings are secured at the end of the session, gates and access points are secured between the end of lettings and sessions as agreed with the Head Teacher / Business Manager.

Repairs and Maintenance

4. Identifying necessary repairs and maintenance, and ensuring that all necessary repairs are carried out promptly and efficiently, to report problems to the Head Teacher/ Business Manager:

- (a) emergency action to minimise the effects from burst pipes, vandalism or fire damage, prior to repair or remedial work being undertaken by specialist agencies;
- (b) attend Academy Council meetings of the Health, Safety and Buildings Committee;
- (c) receive and collate reports of damage etc. from staff;
- (d) liaise with the school's health and safety representative and also the area health and safety representative;
- (e) ordering and replacement of low level fluorescent tubes and light bulbs and other fittings and supplies as required and the maintenance of appropriate records;
- (f) inspection of the site to identify building defects (service, repair, decoration) the initiation and progression of works orders and the maintenance of appropriate records;
- (g) termly visual checks of electrical appliances;
- (h) carry out repair/improvements where qualified to decorations, furniture, fabric and fittings where appropriate;
- (i) the removal of graffiti (excluding that requiring removal by specialists);
- (j) ensuring that fire alarms and firefighting equipment is always ready for use and the maintenance of records of the servicing of firefighting equipment;
- (k) Inspection and checking of blockages in gutters sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occur during normal school hours.
- (l) Manage maintenance/small repairs budget in line with agreed school procedures

Building and Contract

5. Monitoring the work of all contractors to ensure that work carried out is to the standard expected. Taking the necessary action if work is not completed satisfactorily. Advising the Head Teacher/Deputy Head Teacher of any anomalies that arise:
 - (a) discuss and identify with Head Teacher / Business manager minor building and decorating work to be done;
 - (b) liaise with all agencies on particular requirements relating to the building;
 - (c) carry out all liaison with contractors prior to work commencing and during the period of contract;
 - (d) ensure that contractors conform to health and safety standards to protect themselves and other site users;
 - (e) advise Business Manager / Head Teacher when work has been completed satisfactorily so that invoices may be passed for payment.
 - (f) supervise/manage the whole process (liaise with LA, acquire quotes, present to relevant Governor committee etc)

Cleaning

6. Setting duties and monitoring performance of cleaning staff to ensure high standards of cleaning are maintained throughout the school:
 - (a) involvement in the recruitment and selection of cleaning staff ;
 - (b) certification and submission of timesheets and related matters for cleaning staff;
 - (c) working within the allocated budget the purchasing of cleaning materials and equipment, also the purchase of toilet rolls, soap and paper towels etc;
 - (d) training staff in the use of electrical equipment (HASAW) cleaning chemicals (COSHH) and cleaning procedures to undertake all tasks;
 - (e) and the cleaning of main school toilets during the day and the replenishing soap, toilet rolls, paper towels, etc as required;
 - (f) Undertake professional development reviews for staff

Ground

7. Maintaining a safe, pleasant and litter free environment as far as is practicable:
 - (a) emptying external waste bins and collecting other litter;
 - (b) snow clearance to main routes of access/egress as far as is reasonably practicable and salt/grit treatment of icy paths. Ordering of adequate supplies of salt and grit;
 - (c) maintenance of grounds, wooden fences, weeds around building and walls, help maintain planters, trees, hedges, flowers and school pond;
 - (d) grass cutting, maintenance of machinery plant used for grounds maintenance.

Energy

8. The monitoring of water and electricity consumption. Care and operation of the heating plant including reporting any defects. The general cleanliness and maintenance of the boiler